

# SBCH Random Moment Time Study (RMTS)

- The RMTS will be conducted for the following quarters:
  - October – December
  - January – March
  - April – June
- The RMTS is an online paperless system where participants are asked 4 questions:
  1. What type of activity were you doing?
  2. What are you doing?
  3. Who are you doing it with?
  4. Why are you performing this activity?
- Answers to questions may be selected from the available drop down responses or a free typed answer may be provided. There is NO matching of activities to codes.
- RMTS is accessible with a username and password provided by the University of Massachusetts Medical School (UMass). Emails will be sent from [schoolbasedclaiming@umassmed.edu](mailto:schoolbasedclaiming@umassmed.edu) directly to the selected participant's email address.
- Please ensure that you are checking your email daily. Emails pertaining to moments are sent at the following time increments:
  - At the moment
  - 4 hours after the moment time
  - 24 hours after the moment time
  - 28 hours after the moment time (with a cc to the supervisor indicated)
  - 12 hours prior to the expiration time (with a cc to the supervisor indicated)
- All RMTS participants must complete the Participant Training through UMass **before** they may complete any requested moments in the RMTS. Training completion is required one time, every 365 days.
- Moment(s) must be completed within 2 school days of the date and time the moment is initially sent. This is a change from prior time studies. You will no longer have until midnight on the 2<sup>nd</sup> school day to complete the time study.
- If you have a planned upcoming leave of absence, please notify the Time Study Coordinator via phone/email. If you experience technical difficulties with the system, please contact UMass directly at [schoolbasedclaiming@umassmed.edu](mailto:schoolbasedclaiming@umassmed.edu) or by telephone at 1-800-535-6741. Don't wait until your minute is going to expire or has expired to report technical issues.
- You are required to maintain documentation to support the moment(s) you submit during the quarter. Your district will provide specific information regarding documentation and collection.
- **Your participation in the RMTS is crucial to meeting the compliance rate for the district and the state overall.**